

AUGUSTA RECREATION AND PARKS DEPARTMENT

TEENAGE RENTAL POLICY

- "Teenage" for this policy is classified as any event being provided for someone ages 13 to 20.
- No alcohol is allowed at teenage rentals.
- Person renting building per contract must be minimum of 21 years old – this person must be present for the entire rental.
- TEEN PARTIES ARE LIMITED TO 100 guests.
- Minimum of 2 security officers are required;
- 1 superintendent required from our *Teen Task Force*.
- Teen Task Force members will be paid \$18 per hour.
- Fire marshal required based on guest count per current contract (100 or more).
- 11 pm curfew for all teen rentals.
- Wristbands to be utilized as follows: renter must give accurate guest count (guests, adults, caterers, musicians, etc.) and ARPD will furnish that number of wristbands, after these are given out no more guests will be allowed to enter the building; renter should have a way to allow guests to enter and receive a wristband (either with invitation, which is destroyed upon being presented, or provide a list of guests, who show ID to be marked off list); superintendent should be present at front while guests are arriving.
- If a guest wishes to leave the building, the wristband should be removed by security and they will not be allowed to re-enter the building.
- If at any time, large groups begin gathering in the parking lot because they are not being allowed to enter the building and security believes this is an unsafe situation, the event will be immediately shut down.
- If a guest is found in the building without a wristband, they should be removed by security.
- All staff should be in place 10 days prior to a teenage rental; if there are problems securing security staff, then renter should be notified and given 24 hours to attempt to locate their own security (from Richmond County Sheriff's Department) – if not, event should be cancelled.
- If there are any problems at the rental or questions arise, the superintendent should call the manager on duty.
- Any deviation from this policy would require approval from the Director of ARPD.

Please sign indicating that you have read this attachment to your contract:

Signature _____

Note: The ARPD "Teenage Task Force" is comprised of selected staff who have been specifically trained to manage and control teenage events to ensure the safety and success of the event for both the department and the renting party.